

CHRISTMAS PAYROLL DEADLINES

December 2016

Payroll	Pay date	Action required
Mid-Month Payroll	Thursday, 15 December 2016	There is no change to mid-month payroll. Please note that without exception all paperwork relating to this payroll needs to be received in to HR Services no later than: <u>Thursday, 1 December 2016</u>
End of Month – this includes Pensioner Payroll	Tuesday, 20 December 2016	Please note that without exception all paperwork relating to this payroll needs to be received in to HR Services no later than: <u>Tuesday, 6 December 2016 (5pm)</u>
Weekly Payroll	Friday, 16 December 2016	All staff that are paid on a weekly basis will receive a total of 3 weeks' pay on 16 December. Please note that without exception all paperwork relating to this payroll needs to be received in to HR Services no later than: <u>Tuesday, 13 December 2016</u>
Online timesheets Overtime claims Staff fees	Tuesday, 20 December 2016	Fully completed and authorised timesheets/claims to be received in to HR Services no later than: <u>Friday, 9 December 2016 (5pm)</u>
Staff Expenses	Friday, 23 December 2016	Staff expenses are paid weekly. The 23 December will be the final pay run. This will include all expenses received in to HR Services on or before: <u>Thursday, 1 December 2016</u>
External Fees Payroll – PR7s	Tuesday, 20 December 2016	As previous years we anticipate that there will be an increase in volume for any submitted PR7's. All fully completed and authorised PR7's needs to be received in to HR Services no later than: <u>Friday, 9 December 2016 (5pm)</u>

January 2017

Payroll	Pay date	Action required
Mid-Month Payroll	Friday, 13 January 2017	Please note all paperwork relating to this payroll needs to be received in to HR Services no later than: <u>Tuesday, 3 January 2017</u>
Weekly Payroll	Friday, 6 January 2017	All staff that gets paid on a weekly basis will resume to be paid as normal. Any overtime worked/due will be reflected in this pay. All paperwork in relation to this payroll needs to be received by HR Services by: <u>Tuesday, 3 January 2017</u>
End of Month	Monday, 30 January 2017	Please note all paperwork relating to this payroll needs to be received in to HR Services no later than: <u>Monday, 16 January 2017</u>
Online timesheets Overtime claims Staff fees	Monday, 30 January 2017	Fully completed and authorised Timesheets/claims to be received in to HR Services no later than: <u>Wednesday, 13 January 2016</u>
Staff Expenses	Friday, 6 January 2017	Staff expenses will resume to be paid weekly. Due to the Christmas close down all expenses received up until <u>Friday, 9 December 2016</u> will be paid in this run.